

**Official Minutes of the City of Cottonwood  
Historic Preservation Commission Regular Meeting  
Held, September 26, 2012, at 6:00 P.M. at the Council Chambers  
826 N. Main Street, Cottonwood, Arizona 86326**

**1. CALL TO ORDER**

Chairman Elinski called the meeting to order at 6:00p.m.

**2. ROLL CALL**

**Historic Preservation Commission Members Present:**

Tim Elinski, Chairman

Glenda Farley

Ryan Bigelow

Karen Leff

Vice Chair Sclipa was absent

**Staff Members Present:**

Charlie Scully, Community Development, Long Range Planner

Doug Bartosh, City Manager

Leslie Wager, Community Development, Admin Coordinator/Recorder

**3. APPROVAL OF MINUTES OF AUGUST 8, 2012 MEETING**

*Motion: To approve the minutes from 8/8/2012 with two corrections.*

*Made by: Commissioner Bigelow*

*Second: Commissioner Leff*

*Vote: Unanimous*

**4. INFORMATIONAL REPORTS AND UPDATES**

Commissioner Bigelow stated the City's Thunder Valley Rally and Rhythm and Ribs events went very well. Commissioner Leff stated she had a vacancy in her hotel on Friday which is very unusual.

Planner Scully stated as of today our Human Resource Manager, Iris Dobler, stated she has received no new applications for the vacancies of this Commission. Flyers were sent out in the water bills however the City has not received any response from them yet.

**5. CALL TO THE PUBLIC**

No public comments.

## **UNFINISHED BUSINESS**

### **6. UPDATE REGARDING CLG (CERTIFIED LOCAL GOVERNMENT) APPLICATION.**

Planner Scully stated a couple of weeks ago he sent all CLG application material to SHPO (State Historic Preservation Office). Planner Scully spoke with CLG coordinator Bob Frankeberger who stated everything looks good, however the ordinance needs to be approved by the Commission and the City Council before it will be accepted. Frankeberger also stated Commission members need to provide their resumes to ensure all members meet the CLG standards. Planner Scully stated for example by CLG standards the Commission must have a professional, such as an architect, on the Commission; the Commission may contract outside help if needed. The Commission discussed possible local architects that would be willing to help the Commission with projects. City Manager Doug Bartosh reiterated to the Commission that SHPO will not take our CLG application until the ordinance is approved by the City Council. The City Council will approve the ordinance after two readings.

### **7. REVIEW OF REHABILITATION ISSUES.**

Planner Scully stated he recycled information from previous meetings as a refresher for the Commission. The Commission needs to understand what rehabilitation means for reviewing a public project. There is the design review stage, standards for rehabilitation; it is a step by step process. Chairman Elinski stated it would be beneficial if picture examples could be brought to the Commission of a project reviewed by another Historic Preservation Commission. Commissioner Farley agreed and suggested using projects that have already gone through design review for the City, before and after pictures could be helpful.

### **8. REVIEW OF HISTORIC CONTEXT ISSUES.**

Planner Scully advised the Commission that the National Park Service has Standards and Guidelines for historic preservation. The Commission will be following these standards and guidelines as well as creating some of their own based on the different areas in Cottonwood; as what is appropriate in one place may not work in another place in town. Planner Scully stated the Commission will have to determine the era, architectural style on a building as there can be several different architectural styles and periods. The Commission will have the ability to set separate criteria for each era or period.

### **9. REVIEW OF HISTORIC PRESERVATION DESIGN REVIEW ISSUES.**

Planner Scully advised the Commission to have a special meeting to focus on the historic preservation design review guidelines and be able to add details. The City currently has a design review process and any historic preservation guidelines will play off of that. Planner Scully stated once the ordinance is approved then the Commission can work on the historic preservation aspect of design review in more detail.

Commissioner Farley stated in 1918 everyone in town was painting their houses green and red which didn't please everyone. After the fire everything was painted ivory.

City Manager Bartosh stated the City is looking to repair the City Council Chambers addition. Commissioner Farley stated the addition may be as old as the building itself and may have been locally manufactured block. Bartosh stated the second addition is almost ready to fall down. Commissioner Farley stated the second addition is the more recent addition added to the Chambers. Bartosh stated there is a need to restore the blocks as they are beginning to disintegrate. Commissioner Farley stated the City of Prescott has been painting a special coating on their historic brick buildings to preserve them and believes it works well.

## **10. DRAFT HISTORIC PRESERVATION ORDINANCE.**

Planner Scully stated a lot of the draft ordinance is borrowed from other cities and the structure is the same. Planner Scully stated that CLG Coordinator Bob Frankeberger stated after reviewing our draft ordinance it would fit with the requirements of SHPO.

City Manager Bartosh inquired if the Commission could approve the ordinance at its October 10<sup>th</sup> meeting then send it to the City Council for their first reading. Planner Scully stated the Commission could approve the ordinance in October then send it to the City Council in November. Commissioner Leff suggested providing the Planning and Zoning Commission with a packet that contains the National Standards so they can better understand the ordinance. Planner Scully agreed that would be a good idea. City Manager Bartosh stated the draft ordinance should be approved by the Planning and Zoning Commission as well as it pertains to design review. City Manager Bartosh stated he would like to see the draft ordinance sent to the Planning and Zoning Commission and the City Council in October, that way it can be approved in November. City Manager Bartosh inquired if this Commission needs to approve the draft ordinance before it can be brought to the City Council for discussion. Planner Scully stated it would be best to have it approved by the Commission first or at least advise the City Council of the Commission's intention to approve. City Manager Bartosh stated he could inform the City Council that the Commission will be approving the ordinance at their next meeting however, due to the timeline they wanted to get it to the City Council as soon as possible.

City Manager Bartosh inquired what the Commission's next priority would be after receiving approval of the ordinance. Chairman Elinski stated he believes the next priority should be the survey project, which at this point is being held up by the inability to print maps with all of the needed information.

## **NEW BUSINESS (NONE)**

## **11. ADJOURNMENT**

***Motion: To adjourn the meeting.***

***Made by: Commissioner Bigelow***  
***Second: Commissioner Leff***  
***Vote: Unanimous***

Chairman Elinski adjourned the meeting at 7:31p.m.